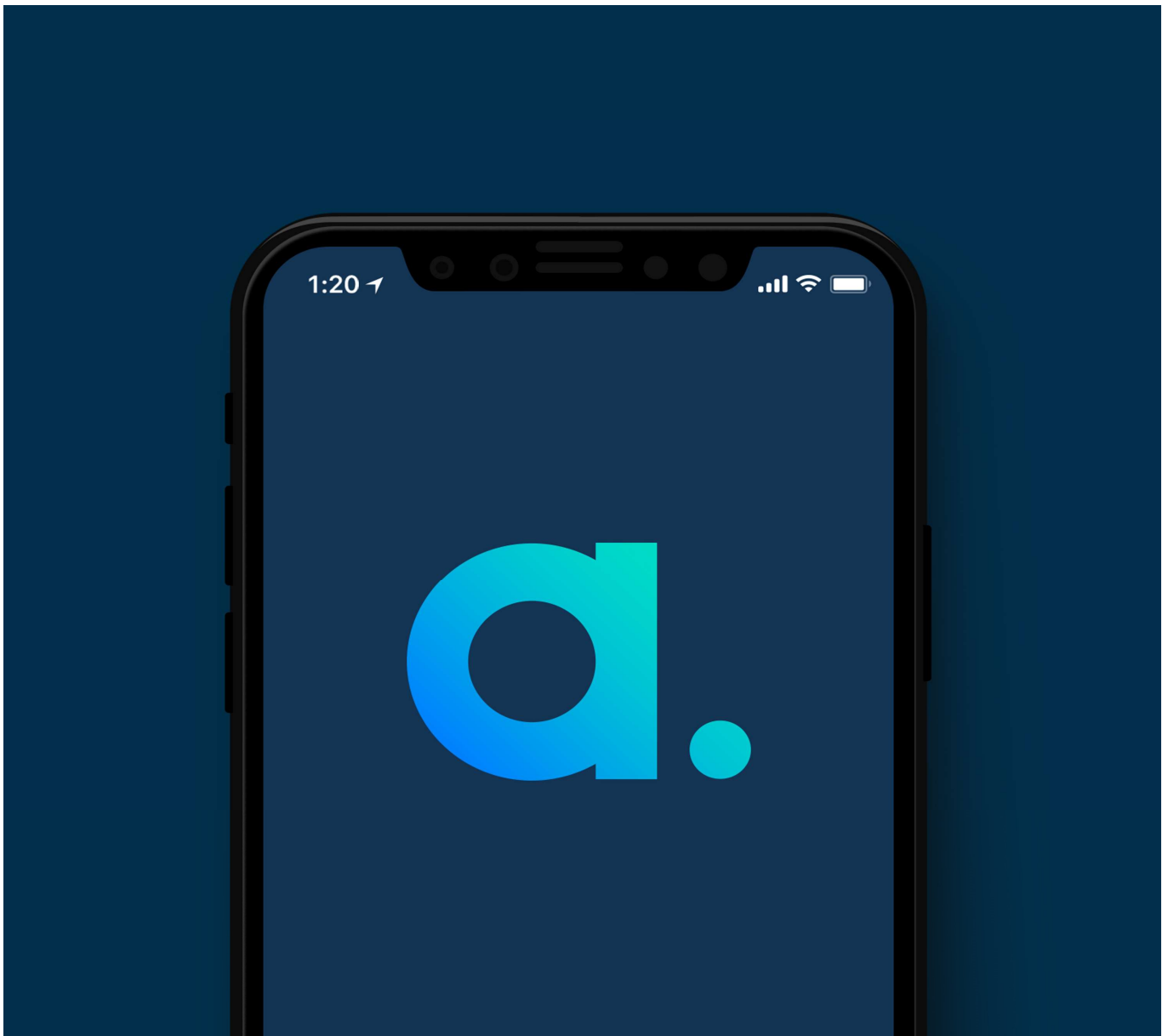




A How-To-Guide to Enabling the Skills Forward API

Version 1.2



Contents

Contents	2
Introduction	3
Obtaining your Skills Forward keys	4
Entering your Aptem webhook URL into Skills Forward	5

Introduction

The Skills Forward integration allows Aptem to communicate with Skills Forward via their API. This guide explains the steps you need to take to provide us with the required information to enable the API.

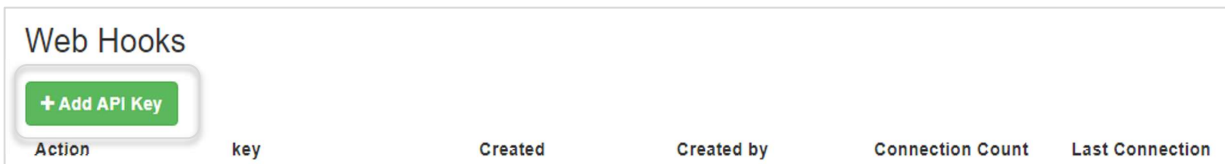
If you wish to enable the API connection, we need you to complete the following steps:

- Obtain and provide us with your Skills Forward keys
- Enter the Aptem webhook URL into your Skills Forward account

Obtaining your Skills Forward keys

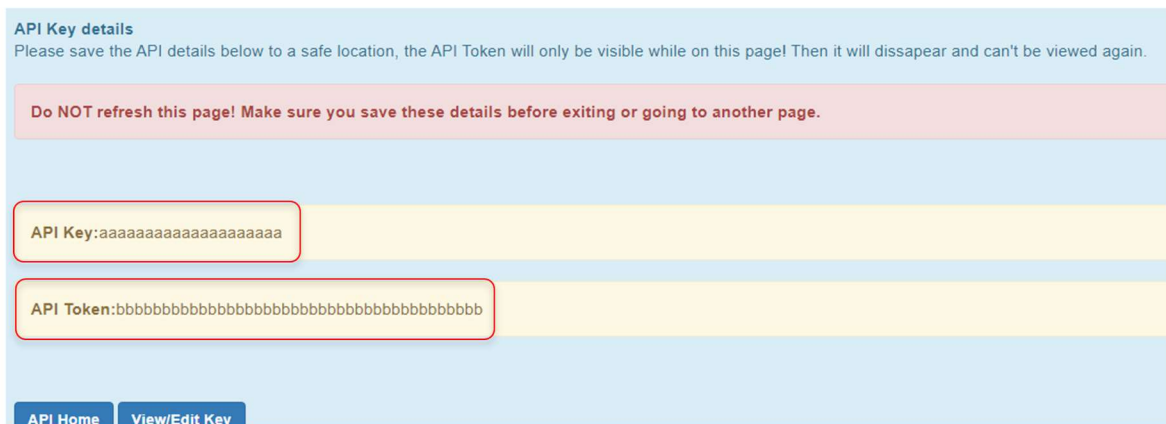
To obtain your Skills Forward keys we need you to complete the following steps:

1. Log in to your Skills Forward account (you must be a primary admin).
2. Click 'administration'.
3. Click 'admin dashboard'.
4. Click 'webhooks & API'.
5. Click 'add API key'.



6. A box similar to the below will appear with your API key details. Copy and paste the 'API key' and 'API token' information into a word document, save the document as "Skills Forward keys" and upload it in the files section of your Aptem tenant.

Warning: Do not close the window or refresh the page before you copy and paste the API key and API token as these details will disappear and cannot be viewed again.



7. Please send an email to your Implementation Consultant or our Support Team to advise that the Skills Forward keys have been uploaded to your Aptem tenant. They will then activate the API within your Aptem tenant.

Entering your Aptom webhook URL into Skills Forward

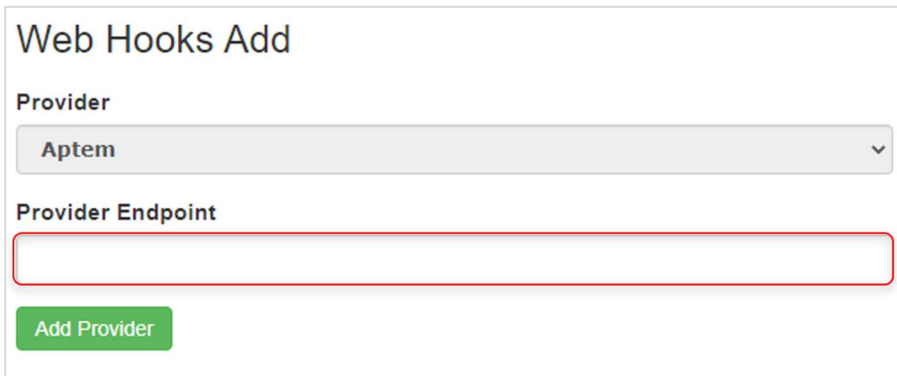
To enter your Aptom webhook URL into your Skills Forward account we need you to complete the following steps:

1. Obtain your Aptom webhook URL from your Implementation Consultant or our Support Team.
2. Log in to your Skills Forward account (you must be a primary admin).
3. Click 'administration'.
4. Click 'admin dashboard'.
5. Click 'webhooks & API'.
6. Click 'webhooks'.
7. Click the provider drop down and choose 'Aptom'.
8. Click '+ add new provider' button.



The screenshot shows a form titled "Add New Provider". It features a dropdown menu labeled "Provider" with "Aptom" selected. Below the dropdown is a green button with a plus sign and the text "+ Add New Provider".

9. Copy and paste the Aptom webhook URL provided by your Implementation Consultant or our Support Team into the 'provider endpoint' textbox.
10. Click 'add provider'.



The screenshot shows a form titled "Web Hooks Add". It features a dropdown menu labeled "Provider" with "Aptom" selected. Below the dropdown is a text box labeled "Provider Endpoint" which is currently empty. At the bottom of the form is a green button labeled "Add Provider".

11. By default, the status of any webhook added is 'OFF'. Click the 'status' drop down and change this to 'ON'

12. Click 'update'.



The screenshot shows a form with two main sections. The first section is labeled 'Status' and contains a dropdown menu with 'OFF' selected. The second section is labeled 'Provider Endpoint' and contains a text input field with a redacted URL. Below these sections is a green 'UPDATE' button.

13. Click 'back to web hooks'.

The process is now complete and initial assessment results will be sent through to Aptem as soon as they are completed by the applicant.